

Commercial Site Plan Checklist

(Amended 12/2003)

PROJECT: _____

APPLICANT: _____

Site Plans must be prepared by an engineer or architect registered by the State of Georgia.
Items marked with * are missing or deficient

- _____ 1. Name and location of the development (including land lot and district).
- _____ 2. Name, address, and telephone number of owner and applicant.
- _____ 3. Name, address, telephone number, and seal of person preparing plan.
- _____ 4. Vicinity map. Show phases if applicable.
- _____ 5. Date, scale, north arrow, and number of sheets.
- _____ 6. Locations and dimensions of all existing and proposed structures (principal and accessory).
- _____ 7. The limits of a 100-year floodplain including elevations, and show all applicable watershed protection buffers/setbacks. A minimum of 1.0 acre or 50% of the minimum lot size, whichever is greater must be out of the 100-year floodplain. Also, the MFFE must be 3.0 ft above the 100-year elevation.
- _____ 8. Rights-of-way dedication (as needed), pavement edges, centerlines of roadways, and all easements.
- _____ 9. Distance between buildings.
- _____ 10. Number of stories, square footage per unit size, number of units per unit size and total number of units.
- _____ 11. If multi-family, square footage per unit size, number of units per unit size and total number of units.
- _____ 12. Exit/entrances, and internal circulation pattern including traffic lanes, fire lanes, acceleration/deceleration lanes and all dimensions.
- _____ 13. Parking layout, including handicapped parking and landscaping. Indicate how

number of spaces was determined. (Article 8 of Development Regulations)

- ____ 14. Required landscape areas, buffers, and screening. (Article 5 of Development Regulations)
- ____ 15. Off-street loading and screening. (Article 8 of Development Regulations)
- ____ 16. Location of refuse collection area(s) and any outside storage and/or service areas, and how such refuse and storage areas will be screened.
- ____ 17. Storm drainage systems (including detention) and hydrological report. Drainage areas, both on and off-site.
- ____ 18. Existing and finished topography at 2' contour intervals.
- ____ 19. Water and sanitary sewer lines, and fire hydrants.
- ____ 20. Tree Protection Plan. (Article 6 of Development Regulations)
- ____ 21. Construction details or standards (pavement design, clearing and grading, drainage structures, etc.)
- ____ 22. Project in Groundwater Recharge Area?

Erosion and Sediment Control Plan

- ____ 23. Delineate all state waters located on or within 200 feet of the project site. Provide statement if none.
- ____ 24. Show location of erosion and sediment practices using uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, with legend.
- ____ 25. Delineate 25-foot undisturbed buffers of state waters. Clearly note area of impact.
- ____ 26. Delineate all wetlands and provide regulatory documentation permitting any proposed impacts. Provide statement if none.
- ____ 27. Include Soil Series and their delineation.
- ____ 28. Describe adjacent areas – neighboring areas such as streams, lakes, residential areas, etc., which might be affected.
- ____ 29. Note total and disturbed acreage of the project or phase under construction. Delineate area of disturbance.
- ____ 30. Provide detailed construction activity schedule – show anticipated starting and completion dates for project events, include vegetation and mulching timeline.
- ____ 31. Provide 67 cubic yard per acre sediment storage. Include specific design information

and calculations for all structural measures on site, such as temporary sediment basins, retrofitted detention ponds, and channels.

- ____ 32. Stormwater structures – peak flow and velocity data.
- ____ 33. Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates, and fertilizer, lime, and mulching rates. Vegetative plans shall be site specific for the appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia.
- ____ 34. Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
- ____ 35. **“The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities.”**
- ____ 36. **“Erosion control measures will be maintained at all times. If full implementation on the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.”**
- ____ 37. **“All erosion control measures are to conform to the standards set forth in the Manual for Erosion and Sediment Control in Georgia, most recent edition.”**

Comments:

APPROVED - ENG.

DATE

RESUBMIT- ENG

DATE